



**ARIZONA STATE  
LIBRARY, ARCHIVES AND PUBLIC RECORDS**  
A DIVISION OF THE ARIZONA SECRETARY OF STATE



**General Records Retention Schedule Issued to:  
All Public Bodies  
Information Technology (IT) Records**

**Schedule Number:  
GS-1064**

- Authority:** Pursuant to ARS 41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the required time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered by State and Local Agencies when there is a compelling need to retain records for a longer period of time than the approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.
- Archival Value:** Records designated as Permanent on the retention schedule must not be destroyed (ARS 39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS 41-151.09).
- Disposition:** This schedule is used in conjunction with the Certificate of Records Destruction. All records disposed under this schedule must be reported on the Certificate of Records Destruction, unless transferred to the Arizona State Archives.
- Format:** Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.
- Copies:** Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the Certificate of Records Destruction when they are disposed.
- Supersedence:** **This schedule supersedes General Schedule 000-12-41, dated May 1, 2012.**

Records Analyst, Secretary of State: Richard Carroll	State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale
<i>Records Series Electronically Approved in RSM Database</i>	<i>Records Series Electronically Approved in RSM Database</i>
Assistant Director of Archives: Dennis Preisler, Ph.D.	Records Management Officer:
<i>Records Series Electronically Approved in RSM Database</i>	Records series approval on file

**RECORDS MANAGEMENT CENTER**

1919 West Jefferson Street • Phoenix, Arizona 85009 • <http://www.azlibrary.gov/records> • Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: [records@azlibrary.gov](mailto:records@azlibrary.gov)

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20767	<b>Application Records</b> Including development records; problem records (problem definition, testing, user approval final resolution and other related records); program records (including specific descriptions or individual programs, program steps and modifications); server records (including advantage, budget system, peoplesoft, and other related records); systems records (including overall description, diagrams, program inter-relationships); user manuals (including procedures manuals and handbooks).	3 Years	After system terminated or 3 years after superseded or obsolete, whichever is first.		5/1/2012
20768	<b>Backup Tape Library Records</b> Including records about backup tapes but not the actual backup tapes.	1 Year	After superseded or obsolete.		5/1/2012
20769	<b>Computer System Maintenance Records, Records related to system/ component repair or service</b> Records which document the maintenance of computer systems and components including computer equipment inventories, hardware performance reports, component maintenance, system backup reports, and backup tape inventories.		After system removed.		5/1/2012
20770	<b>Computer System Maintenance Records, Records related to backups or inventories</b> Records which document the maintenance of computer systems and components including computer equipment inventories, hardware performance reports, component maintenance, system backup reports, and backup tape inventories.		After superseded or obsolete.		5/1/2012

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20771	<b>Conversion, Integration, and Migration Plan Records</b>	3 Years	After successful conversion completed.		5/1/2012
20772	<b>Data Model, Use Cases and Process Model Records</b>	3 Years	After superseded or obsolete.		5/1/2012
20773	<b>Department Service Request Records</b> Including plans, requests, performance reports, usage, bills, payments, installation, change, removal and servicing of equipment, Help Desk records and Work Orders.	3 Years	After completed, cancelled or abandoned.		5/1/2012
20774	<b>Distribution Lists</b> If not needed to document recipients of emails sent by Public Body.	1 Year	After superseded or obsolete.		5/1/2012
20775	<b>Enterprise Architecture Records</b> Including system set-up and how hardware is linked.	5 Years	After created or superseded, whichever comes first.		5/1/2012
20776	<b>Geographic Information Systems (GIS) Records, Data Layer Records, Official copy</b> This series represents any content in a department's GIS database that meets the statutory definition of a record and is not a duplicate, transitory or retained elsewhere.		Retain for the same period as required for other forms of the same record series.		5/1/2012

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20777	<b>Geographic Information Systems (GIS) Records, Data Layer Records, Unaltered data layers</b> Unaltered or minimally altered data layers received from other agencies and commercial sources are reference records.	3 Years	After received or when informational value has been served, whichever is later.		5/1/2012
20778	<b>Geographic Information Systems (GIS) Records, Data Layer Records, All other copies</b> This series represents any content in a department's GIS database that is strictly a duplicate or transitory in nature with a records copy of the information existing elsewhere.		After reference value has been served.		5/1/2012
20779	<b>Geographic Information Systems (GIS) Records, Format and Control Records</b> Including record layouts, file structures, code books, configuration and setup files, installation and implementation procedures or instruction and any other documentation that define or describe the data or the application.	3 Years	After superseded or obsolete.		5/1/2012
20780	<b>Geographic Information Systems (GIS) Records, See Management Records General Retention Schedule for All Public Bodies</b>		Retain for the same period as required for other forms of the same records series.		5/1/2012
20781	<b>Information Technology (IT) Configuration Management Records</b> Including hardware configuration records.	1 Year	After disposal of system.		5/1/2012

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20782	<b>IT Capital Investment Records (including IT asset records and inventory records of IT equipment)</b> Including hardware configuration records.	3 Years	After superseded or obsolete.		5/1/2012
20783	<b>IT Operations / Productions Records, Transitory (short-term value) records</b> Including operating manuals, program run books, setup/error/halt procedures, operating schedules, program run and batch control logs, error message reports, operations schedule records, and terminal activity reports.	2 Years	After created or received..		5/1/2012
20784	<b>IT Operations / Productions Records, All other records</b> Including operating manuals, program run books, setup/error/halt procedures, operating schedules, program run and batch control logs, error message reports, operations schedule records, and terminal activity reports.	2 Years	After production operations ceased or superseded, whichever comes first.		5/1/2012
20785	<b>Logs</b> Including technology and usage monitoring records, intrusion detection, assessments, email monitoring, internet monitoring, security, application or database transactions, usage, tracking, audit.		After administrative value has been served.		5/1/2012

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20786	<p><b>Master File Content Records, Official records</b></p> <p>These records are components of databases, database management systems, electronic document management systems (EDMS), etc and represents any content within that meets the statutory definition of a record and is not a duplicate record, transitory or retained elsewhere.</p>		Retain for the same period as required for other forms of the same records series as found on other approved retention schedules. Records must be deleted at the end of the approved retention period (ARS 41-151.12).	ARS 41-151.12	5/1/2012
20787	<p><b>Master File Content Records, Reference records</b></p> <p>non-record copy - This series represents any content in a department's Master File (database, database management system, electronic document management system (EDMS), etc) that is strictly a duplicate or transitory in nature, with a record copy of the information existing elsewhere.</p>		After reference value has been served.		5/1/2012
20788	<p><b>Master File Content Records, Format and Control Records</b></p> <p>configuration and setup files, installation and implementation procedures or instructions.</p>	3 Years	After superseded or obsolete.		5/1/2012
20789	<p><b>Problem Records for Software Infrastructure</b></p>	3 Years	After problem resolved.		5/1/2012

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20790	<b>Security Records, Records related to maintaining the security of systems and data</b>	1 Year	After system superseded or obsolete.		5/1/2012
20791	<b>Security Records, Audit trail reports and records</b>	5 Years	After created or reported.		5/1/2012
20792	<b>Security Records, Computer security incident handling, reporting and follow-up records</b>	3 Years	After all follow-up actions completed.		5/1/2012
20793	<b>Security Records, Password/Security Authorization Records</b>	2 Years	After created or superseded, whichever is later.		5/1/2012
20794	<b>Security Records, Legal and Regulatory Compliance Records</b>	5 Years	After created or received.		5/1/2012
20795	<b>Security Records, Breach Notification Records</b>		See Management Records General Retention Schedule for All Public Bodies.		5/1/2012
20796	<b>Test and Certification Records</b> Including files, scripts, or instructions.	5 Years	After created or superseded, whichever comes first.		5/1/2012